



Solicitation Information
12/5/2013

RFP# 7541374 Document Scanning, Underground Storage Tank Records

Submission Deadline: January 7, 2014, 11:00 AM EST

PRE-BID/ PROPOSAL CONFERENCE: YES

DATE: December 16, 2013, 10:00- 11:30 AM EST

**LOCATION: RI Department of Environmental Management, Underground Storage
Tank Office, Room 380, 235 Promenade Street Providence, RI 02908**

PRE-BID/ PROPOSAL CONFERENCE MANDATORY: NO

Questions concerning this solicitation must be received by the Division of Purchases at questions2@purchasing.ri.gov no later than **December 18, 2013 at 11:00 AM EST**.

Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

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|-------------------------|-----------|-----------------------|-----------|
| SURETY REQUIRED: | NO | BOND REQUIRED: | NO |
| DISK BASED BID: | NO | | |

George Welly

Interdepartmental Project Manager

Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov

Note to Applicants:

Offers received without the entire completed four-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

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SECTION 1: INTRODUCTION

The Department of Administration/Office of Purchases, on behalf of the Rhode Island Department of Environmental Management (the “agency”) is soliciting proposals from qualified companies to scan and accurately capture images from existing leaking underground storage tank paper files and deliver them in a digitized database-ready format. This is requested in accordance with the terms of the Request for Proposals and the State’s Condition of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page by Internet at www.purchasing.ri.gov.

This is a Request for Proposals, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.
4. Proposals are considered to be irrevocable for a period of not less than ninety days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other state locations, or which are otherwise not present in the Division at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division.
7. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor’s proposal and the subcontractor(s) to be used is identified in the proposal.

8. All proposals should include the vendor's FEIN or Social Security number as evidenced by a W9, downloadable from the Division's website at www.purchasing.ri.gov.
9. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
10. Vendors are advised that all materials submitted to the State for consideration in response to this RFP will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.
11. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
12. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 28-5.1-1
Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090.
13. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the successful vendor(s).
14. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator at (401) 574-8253 or visit the website www.mbe.ri.gov or contact charles.newton@doa.ri.gov.

Project Inspection/ Pre-Bid Conference

Potential bidders wishing to view and inspect the subject files prior to bidding may attend a non-mandatory pre-bid inspection conference at the agency office; see address on the first page of this solicitation. The inspection period window is ninety minutes.

Contract Period

The term of any award resulting from this request shall be from approximately February 2014 through September 2014.

Compensation and Payment Terms

Compensation will be based upon the deliverables list according to the technical/cost proposal. The successful respondent will submit an invoice based on RIDEM approved deliverables with a breakdown by hours per resource for each deliverable.

Section 2. Scope of Work

Detailed Description

There are approximately twenty nine, five drawer file cabinets containing approximately 2000 different facility files. Each file will contain many different types of reports that would need to be indexed/captured to allow search by document/report. Approximately ten percent of the files are double-sided pages, and most files contain various binding elements with over half having "comb" type bindings.. Most of the pages are 8.5 x 11 inches, but some are 11 x 17 inches.

Project Outcome

The contractor will create a database that contains all agency files in PDF/A format, in a form that is readily accessible to the public to search and review all files, according to the specifications and requirements of this solicitation. The database will be transferred to, and become the property of the agency.

The contractor will also create a microfilm library of all files converted to pdf/A, according to the specifications and requirements of this solicitation. The library will be transferred to, and become the property of the agency.

Monthly reports will be delivered on project activity, detailing timelines, labor hours on each task in a format mutually agreed upon RIDEM and the successful agency.

The agency will review and accept invoices for payment processing in a timely manner conditional upon satisfactory completion and acceptance of (1) all evaluation requirements and (2) complete, accurate submission of scheduled deliverables.

Cost proposals, described below, shall include two elements:

- Pricing on a per page basis for both the digitization and conversion to microfilm
- Pricing on a per page basis for digitization only; the State reserves the right to award a contract only for the digitization process, at its discretion.

Project Responsibilities

The Department shall:

- A. Provide the vendor with an electronic file (excel) detailing all the LUST Project fields, including LS#/ST#, Property name, Address, Plover ID#, and Application ID#;
- B. Have files available for Thursday afternoon pickup;

The Vendor shall:

- A. Provide boxing and transportation to a secure imaging facility using vendor's own drivers and vehicles;
- B. Pick up files on a Thursday afternoon or Friday morning scan them over the weekend and return them by Monday afternoon;
- C. Provide tracking of documents throughout conversion process, and maintaining confidentiality of documents;
- D. Document preparation which will include the removal and replacement of bindings. Files will be returned in the condition they were picked up;
- E. Document capture/imaging of black & white and color images at 300 dpi resolution;
- F. Vendor shall determine the document type (DocType) based on review of the documents and the list and information supplied by DEM;
- G. Provide quality control inspection to check each original page against its corresponding image. The Vendor will rescan any documents that are either too dark or too light;
- H. Provide quality control testing early in the process to ensure that records can be searched and correctly found;
- I. Deliver all of the scanned documents to the department on a portable (hard drive);
- J. Deliver a Database (SQL Server/Access/Excel) record for each separate PDF file that is digitized to the department on a portable (hard drive);
- K. Documents will be created in PDF/A with no compression.
- L. Conversion to microfilm should be in compliance with the RI Secretary of State's microfilm standards Rec-1-87.
- M. Provide training to the department so that all future documents that are received can be scanned and added to the hard drive. If a document is submitted electronically then the vendor shall state what format the documents needs to be in so it can be added to the database. Vendor shall train staff how to add electronic documents to the database.

Technical Specifications

LUST File System Storage Specifications

Folder Name: APP<Applications.ID>, example: APP32456

Note: Every LUST project has an associated Applications.ID that will be included in the Excel file that DEM provides at the start of the project. All digitized PDF files for one LUST project will be stored in a directory that is named as above. Each sheet of paper will not be captured as a PDF, but rather, the document as a whole will be captured as a PDF.

Database (SQL Server/Access/Excel) record for each separate PDF file that is digitized

- FileName – 50 chars
- Description – 50 chars
- DocType – 50 chars, the documents shall be the following:
 - Closure Assessments
 - Site Investigation Reports
 - Corrective Action Plans
 - Groundwater Monitoring reports
 - No Further Action reports (NFA's)
 - Dem Issued Letters
 - Other Letters
 - Miscellaneous
- DocAuthor – 50 chars, nulls allowed
- CreateDate – datetime in mm/dd/yyyy format, the document date
- MIMEType – 100 chars, standard MIMETYPE of image file. If all files will be digitized into a PDF file, the MIMETYPE will be 'application/pdf'
- FileLocation – 100 chars, added by RIDEM after project completion
- DirectoryName – 25 chars, the electronic folder name, value = 'APP<applications.id>' where applications.id will be included in initial Excel file (Folder Name)
- FileServer – 50 chars, added by RIDEM after project completion
- SecurityLevel – 15 chars, options: 'PRIVATE', 'INTERNAL', 'PUBLIC', where PRIVATE is for program staff only, INTERNAL is viewable by DEM, PUBLIC is viewable by anyone. The default for this project is 'PUBLIC'

- Active – 1 char, options: 'Y', 'N', where Y indicates the file is active, N indicates the file is inactive
- AppID – int, value = Applications.ID included in initial Excel file

Performance Evaluation

Proposals must include a project plan including a statement of scope (both what is in-scope and any exceptions which the vendor proposes are out of scope), identification of all roles and responsibilities for the project, proposed staffing plan, quality control plan, key risks, a schedule, and detailed budget along with any other related documentation relevant to the project plan. Project plans must include a deliverables based work breakdown structure identifying all top level deliverables, all work to be completed by vendor, and any work the vendor assumes the state will be completing.

Completion and Acceptance Criteria

- Execute quality control testing to ensure that records in the Database (SQL Server/Access/Excel) can be manually searched and correctly indicate the separate digitized PDF/A file.
- Deliver notes regarding any known issues for the project. Identify and document items that need to be part of RIDEM's maintenance and support plan.
- Complete training to administrative and technical staff.
- Deliver all of the scanned documents to the department on a portable database (hard drive) in a database (SQL Server/Access/Excel) record for each separate PDF/A file that is digitized.

Section 3. Instructions for Technical Proposal Content and Format

Consistent with the Scope of Work (SOW) described in this proposal the Technical Proposal content must include, at a minimum, the following:

A. Vendor Capacity, Capability and Qualifications

BACKGROUND AND PREVIOUS EXPERIENCE:

- **Company Introduction:** Respondents are to include a complete description and other relevant information documenting organizational structure and the agency's expertise relative to the service requested.
- **Relevant Experience:** Respondents should list similar projects and/or clients served similarly in concept to the project being proposed.

- **Existing Workload:** Respondents are to include a current listing of all projects contracted to perform and their capacity to add another project of this size within the timeline expressed.

ORGANIZATION AND STAFFING:

- **Staff Qualifications:** Respondents are to include an overview of experienced personnel presently on staff, prior experience and/or qualification of key personnel to be assigned to the project. Staff assignments and concentration of effort for each staff member are to be addressed. Respondents must demonstrate that staff has acquired knowledge and a depth of experience in the proposed technologies.
- **Sub-Consultants:** As applicable, disclosure of any sub-consultant agencies' organizational structure and business background as well as the type of work they will perform must be documented in response to this RFP. Full disclosure of the proposed team to be assigned to this project is required in the Technical Proposal.

B. PROJECT WORK PLAN:

- **Project Approach:** Respondents are to provide a detailed technical synopsis of their proposed services based on the SOW requested by RIDEM, including any technical or personnel issues that will or may be confronted at each stage of the project. Alternative approaches and/or methodologies to accomplish the intended results of this procurement will be considered. However, proposals that depart from or materially alter the terms, requirements or SOW as defined by this RFP will be rejected and considered non-responsive.
- **Work Plan:** Proposals must include a project plan including a statement of scope (both what is in-scope and any exceptions which the vendor proposes are out of scope), identification of all roles and responsibilities for the project, proposed staffing plan (with named individuals – see Supplemental Terms & Conditions paragraphs 44 – 50), quality control plan, key risks, a schedule, and detailed budget along with any other related documentation the vendor feels is relevant to the project plan. Project plans must include a deliverables based work breakdown structure identifying all top level deliverables, all work to be completed by vendor, and any work the vendor assumes the state will be completing.
- **Project Manager:** Vendor must provide a project manager to serve as the main interface with the Departments contact. The project manager must have experience with projects that are comparable in size and scope.
- **Supplemental Information:** Respondents are encouraged to submit any other information deemed useful to provide RIDEM with sufficient relevant information to evaluate the consultant's qualifications and approach to the project.

All document pages are to be numbered in consecutive order.

C. Proposed Project Start Date and Length:

Project must be completed by September 30, 2014

Section 4. COST PROPOSAL

The cost proposal will reflect total compensation for completion of the project and all deliverables. Cost proposal prices submitted will be considered firm and fixed.

Cost proposals must include two elements:

- a. Pricing on a per page basis for both the digitization and conversion to microfilm.
- b. Pricing on a per page basis for digitization only; the State reserves the right to award a contract only for the digitization process, at its discretion.

Prices should be expressed as both words and numbers, for example, "\$0.57 (fifty-seven cents.)"

The cost proposal may also include, as separate items, additional services that the contractor believes will benefit the Department and the overall final product.

Section 5. EVALUATION AND SELECTION

The State will establish a Technical Review Committee that will evaluate and score combined Technical/Cost proposals submitted as instructed in Section 3, above, utilizing the following criteria, resulting in a final ranking and recommendations selection:

SELECTION CRITERIA

- 1. (25 Points) - Vendor Capacity, Capability and Qualifications.**
- 2. (25 Points) - Quality of project work plan.**
- 3. (20 Points) – Ability to complete project by August 1, 2014.**

Technical Evaluation, total: 70 Points

To qualify to advance to the Cost Proposal evaluation stage, technical evaluations must achieve the minimum technical threshold score of 75 percent , or 52.5 of the 70 technical points.

4. (30 Points) – Cost Proposal.

Cost proposals will be scored on each of the two elements required in Section 4 a. and b. above. Thus, two total scores for each qualified vendor will be assigned: one for the Technical Score plus Cost Proposal a. (Digital and microphotographic reproductions), and another for Technical Score plus Cost Proposal b. (Digital reproduction only.)

The lowest cost bidder will receive 30 points. Other bidders will receive a proportional number of points based on the following formula:

Points Assigned = 30 x [Lowest Cost Percentage/ Offeror's Cost Percentage]

The cost proposal must represent the total form of compensation proposed.

Upon final selection approval, all respondents will be notified by the State, via a posting on the Division of Purchases website, that a final selection has been made.

Notwithstanding the above, the State reserves the right to accept or reject any or all options, bids, proposals, to award on the basis of cost alone, and to act in its best interest.

At any point during the review process, any proposal found to be substantially non-responsive will be dropped from further consideration.

The State may, at its sole option, elect to require presentation(s) by respondents clearly in consideration for award. Other submissions, certifications, or affirmations may be required, as appropriate.

The State reserves the right to make an award or multiple awards or to reject any or all proposals based on what it considers to be in its best interest.

General Requirements

1. A project plan with well defined tasks, roles and responsibilities and a schedule for the implementation project.
2. A project manager assigned as coordinator and point of contact for the duration of the project.
3. Work closely with the RIDEM staff to ensure project is on schedule and there are no issues.

Deliverables

A database that contains all scanned documents that can be used by the public to search and review all files. You must be able to search scanned documents by LS or ST#, facility name, facility address, and Plover ID #.

Microfilm for all scanned documents must also be made available and itemized by LS or ST#, facility name, facility address, and Plover id#.

Communication Approach

Begin with weekly conference call meetings with project team and vendor to monitor progress and resolve issues in a timely manner as needed. If determined by the department the frequency of meetings can be modified.

SECTION 6: PROPOSAL SUBMISSION

Offerors are encouraged to submit written questions to the Division of Purchases. **No other contact with State parties will be permitted.** Questions concerning this solicitation may be e-mailed to the Division of Purchases at Questions2@purchasing.ri.gov no later than the date and time indicated on page one of this solicitation. Please reference **RFP #** on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. If technical assistance is required to download, call the Help Desk at (401) 574-9709.

Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses should be mailed or hand-delivered in a sealed envelope marked “**RFP#7541374**” to:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

RESPONSE CONTENTS

Responses shall include the following:

1. A completed and signed four-page R.I.V.I.P generated bidder certification cover sheet downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
2. A completed and signed W-9 downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
3. **A separate Technical Proposal** marked “original”, plus four (4) copies describing the qualifications and background of the applicant and experience with and for similar projects, and all information described above in this solicitation. As appropriate, resumes of key staff that will provide services covered by this request.
4. **In a separate envelope, an original and three copies of a signed and sealed Cost Proposal** recording the prescribed pricing elements in Section 4 above proposed to complete all of the requirements of this project.

5. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in **digital format (CD-Rom, disc, or flash drive)**. PDF format is preferable. Only one electronic copy is requested, and it should be placed in the proposal marked “original”. Do not include Form W-9 on the digital copy.

CONCLUDING STATEMENTS

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The State’s General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded to the RFP. The State’s General Conditions of Purchases/General Terms and Conditions can be found at the following URL:
<https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>